



Nebraska Office of Highway Safety (NOHS)
PUBLIC INFORMATION AND EDUCATION
MINI-GRANT CONTRACT APPLICATION AND AWARD

MUST BE SUBMITTED FOR APPROVAL A MINIMUM OF 30 DAYS PRIOR TO THE START OF THE ACTIVITY

Please Type DATE: _____
APPLICANT : _____
ADDRESS : _____
CITY, STATE, ZIP : _____
TELEPHONE NO. : _____ FEDERAL I.D. NO. : _____
EMAIL ADDRESS : _____
STARTING DATE : _____ COMPLETION DATE: _____

PROJECT DESCRIPTION: The purpose of this Mini-Grant Contract is to provide funding assistance to the applicant for a specific public information and/or education activity in the emphasis area of: **(Check One)** Alcohol _____, Speed _____, Youth _____, Occupant Protection _____, or, Other _____. All activities funded by this mini-grant must be above and beyond the current level of activity.

Please complete items 1 - 5 below using the definitions are on the reverse side, and submit a copy of your department's current seat belt policy and drug-free workplace policy.

1. **Baseline Information:**

2. **Objective:**

3. **Activity:**

4. **Budget:**

5. **Impact Evaluation:**

This Mini-Grant Contract is financed on a reimbursement basis. The applicant must 1) receive approval of the Mini-Grant Contract from the NOHS; 2) incur the expenses (pay the bills); 3) request reimbursement for the amount awarded on a "Mini-Grant Contract Claim for Reimbursement (CR); and 4) complete the CR and attach the required supporting documentation as prescribed below.

- a) Itemize each expenditure on the Claim for Reimbursement.
- b) Attach a copy of the invoice(s) from the vendor for each expenditure.
- c) Attach a copy of the check(s) paid by the applicant to the vendor for each expenditure.
- d) Submit an activity report and project summary.

Within sixty (60) days from the conclusion of the activity the reimbursement request must be submitted. **After sixty (60) days, reimbursements will not be honored.** **Acceptance of Conditions:** The Mini-Grant Contract Award recipient agrees to all applicable federal and state laws, rules and regulations. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

Authorized Signature of Applicant Date

Print or Type Name

Nebraska Office of Highway Safety Date

Fred E Zwonechek, Administrator
Print or Type Name

Return completed form to: Nebraska Office of Highway Safety
P.O. Box 94612
Lincoln, Nebraska 68509-4612

Telephone (402) 471-2515
FAX (402) 471-3865

TO BE COMPLETED BY NOHS

FUNDING ASSISTANCE: The NOHS will provide reimbursement for the expenditures outlined in the Budget not to exceed \$ _____.

Project No.: _____ **SB:** _____ **DF:** _____ **Contract Approval Date:** _____

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is _____.

DEFINITIONS

BASELINE INFORMATION explains the following:

- Who* is being affected by a specific injury problem
- What* injuries are occurring (type, severity and frequency of fatal and non-fatal injury)
 - include at least 3 years of data
- When* the injuries are occurring (i.e., time of day, day of week)
- Where* the injuries are occurring (specific geographic location)
- Why* the injuries are occurring (contributing factors -- i.e., alcohol, speed, lack of belt use, etc.)

NOTE: The number of deaths is low in most communities. Non-fatal serious injury crash data may provide a more complete picture.

OBJECTIVE

Every public information and education campaign/activity must have an objective to reduce fatal and serious injury crashes as outlined by the baseline information. The objective states exactly how much injury reduction will be achieved in a specific period of time. The contributing factors must also be addressed (i.e., alcohol, speed, etc.). Every objective must be SMART: Specific, Measurable, Action oriented, Realistic, and have a Time frame.

ACTIVITY

The activity must coincide with the problems outlined in the baseline data and respond to the stated objective. The specific activities to be completed must be included.

BUDGET

The budget must include specific line item expenditures for the proposed campaign/activity. The total amount of funding assistance being requested must be supported in the budget.

IMPACT EVALUATION answers the question "Did we reduce injuries?"

In the application, explain what you will evaluate. In the project summary (submitted after the completion of the activity) answer the following:

- Question #1: Did the activity reduce the types of injuries that were targeted?
- Question #2: Did the activity reduce those kinds of injuries by as much as predicted?